

HR-4-3614

EYES ONLY

22 July 1953

MEMORANDUM FOR: Chief, General Services Office
Chief, Logistics Office
Comptroller

SUBJECT : General Services

1. I have for some time considered the possibility of eliminating the General Services Office from our organization and disposing of the major divisions of that Office to the Logistics Office and the Comptroller's Office.

2. It occurs to me that if such a proposal has merit there is no reason for delaying this action further, and, in view of the fact that we are about to undertake a move, such a reorganization seems timely if it is to be done at all. While I have not made a detailed examination of the problem, it does appear to me that such a reorganization would result in more efficient operations and probably some saving in personnel.

3. Specifically, I would propose to assign the Printing and Reproduction Division and the Space, Maintenance, and Facilities Division to the Logistics Office, and the Records, Statistics, and Reports Division to the Comptroller's Office. The office of the Chief, General Services, would be eliminated and the personnel assigned thereto absorbed in other DD/A offices.

4. I would appreciate your comments and recommendations on the proposal not later than 27 July 1953. For obvious reasons, you are requested to discuss this matter with the minimum number of people at the present time.

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L. K. WHITE
Acting Deputy Director
(Administration)

ADD/A:LKW:laq
Distribution:
✓ DD/A chrono
DD/A sub: "ORG. & METH. - Reorganization"